

PASSPORT APPLICATION REQUIREMENTS FOR AGE 16 YEARS OR OVER

PLEASE NOTE: [EXCEPT COURT HOLIDAYS](#) - HOURS OF OPERATION:

8:30AM - 3:00PM - MONDAY-FRIDAY 30 MINUTES PROCESSING TIME

THE FOLLOWING ITEMS ARE REQUIRED WHEN YOU APPLY FOR A PASSPORT:

1. PASSPORT RENEWAL [FORM DS – 82](#) **BY MAIL ONLY**

☐ 2. [COMPLETE FORM DS-11](#) **(BLACK INK ONLY AND NO CORRECTIONS)**

☐ 3. **EVIDENCE OF U.S. CITIZENSHIP** (One of the Following plus **Photo Copy**)

- Certified Birth Certificate
- Naturalization Certificate
- Certificate of Citizenship
- Consular Report of Birth Abroad or Certification of Birth

☐ 4. **PREVIOUSLY ISSUED U.S. PASSPORT**

☐ 5. **ONE FORM OF PRIMARY IDENTIFICATION PLUS PHOTO COPY, FRONT AND BACK**

(Two ID's Required, if Out of State)

- Valid Driver's License
- Current Government Issued ID
- Current U.S. Military ID
- Previously Issued, Undamaged U.S. Passport
- Naturalization Certificate

☐ 6. [PASSPORT PHOTO](#) (Applicant Must Provide)

☐ 7. **NO CREDIT CARD ACCEPTED FOR PASSPORT PROCESSING FEES**

- **CHECK OR MONEY ORDER ONLY** - Payable to the “Department of State “

PASSPORT BOOK: (4-6 Weeks)

\$110.00 Check or Money Order Only
Payable to the “Department of State “

PASSPORT CARD: (4-6 Weeks)

\$30.00 Check or Money Order Only
Payable to the “Department of State “

EXPEDITED PROCESSING FEES: (2-3 Weeks)

\$184.85 Check or Money Order Only - Payable to the “Department of State “

☐ 8. **EXECUTION FEE:**

- **\$25.00** Cash or Credit Card plus Processing Fee, **Per Person**

TO GET YOUR PASSPORT IN A HURRY VISIT: travel.state.gov CALL: [1-877-487-2778](tel:1-877-487-2778)

FOR ADDITIONAL INFORMATION VISIT: [U.S. Department of State Passport Website](http://U.S.DepartmentofStatePassportWebsite)

KEITH S. BRIN

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